

## **Suggested Documentation For Items Included On The Regulations Not Waived Checklist (2007-2008)**

1. The district complies with the state high school graduation requirements (MSIP 1.3)  
**Documentation:** Copy of district graduation requirements, Student Handbook **or** board policies/minutes.
2. Regular instruction in United States and Missouri Constitutions, as well as American History and Institutions, must be provided, and all students must pass at least a ½ unit of credit course in the institutions, branches, and functions of federal, state and local governments and in the electoral process, as required by Section 170.011 RSMo. (MSIP 1.1 – 1.3)  
**Documentation:** Copy of district graduation requirements, Student Handbook, board policies/minutes, **or** Course Description Booklet **and** a sample of 10 transcripts with the government course highlighted.
3. All administrators and teachers must be certified to teach in Missouri Schools. “Appropriately certificated for their assignments” is waived under this provision, unless funding sources require specific certification. (MSIP 5.1)  
**Documentation:** Resource Report Unqualified Teacher List (from Core Data). Only teachers without current Missouri certification will be considered “unqualified”.
4. Districts must have cross-referenced all curricular areas to the Show-Me Standards. (MSIP 6.1.1)  
**Documentation:** Sample curriculum guides from core content areas.
5. The district reports school dropouts to the Missouri Literacy Hot Line. (MSIP 8.7)  
**Documentation:** Copies of written procedures for reporting dropouts to the Missouri Literacy Hot Line including timelines, responsible parties, and associated board policies.
6. The district meets state and federal requirements for special education for students with disabilities, educationally-disadvantaged students, migratory children, students whose native or home language is other than English and homeless youth. (MSIP 7.1, 7.7)  
**Documentation:** 6.3.6 Special needs of homeless, migrant, and students with limited English proficiency: A checklist sent out with the federal programs’ self-monitoring form should be filled out by the appropriate person and submitted to the appropriate federal programs staff by the deadline given in the special mailing.  
**Documentation:** 7.1 Special Education Compliance Monitoring: One year prior to the district’s scheduled MSIP review (regardless of waiver status), each district scheduled for an MSIP review must complete a District Response to Special Education Standards (DRSES) and submit that response to the Division of Special Education by June 1. After review by the Compliance Section staff of the information submitted on the DRSES, districts will be identified that will be required to have an on-site review for compliance with state and federal special education regulations. Districts that are identified for an on-site special education review will be notified. The on-site review will be scheduled at the same time as the MSIP mini-review conducted by the State Supervisor. The special education compliance on-site review will be a comprehensive review tailored to the compliance needs of the district. It will involve interviews with both regular and special education staff, case record reviews, and a review of administrative procedures.

7. The district complies with all the regulations of the state and federal categorical programs in which the district participates (MSIP 7.3, 7.7). All of the self-monitoring checklists will be sent to you at one time after July 1.

**Documentation:** 7.3 Career Education: For districts that have met the conditions for an MSIP waiver and offer a career education program(s), an on-site review will not be conducted. However, the district will be required to complete the Career Education Self-Monitoring Checklist, attach appropriate documentation and forward to the Coordinator of Career Education no later than September 15 of the school year for which the waiver is granted.

The appropriate Division staff will review the report. The results of the review will be reported to the district via the full MSIP report back to the district. Based on the findings of the report, Division of Career Education staff will provide technical assistance to the district, if needed.

**Documentation:** 7.7 State Programs Monitoring: As part of the consolidated review for qualifying school districts, the state programs will conduct an internal review of the status of programs that are being implemented in the district. Following that internal review, state programs will provide the on-site team with a list and the status “in substantial compliance”, “not in compliance” of those programs. This document will be provided well in advance of the on-site review and will serve as the documentation of state program’s review for that district.

**Documentation:** 7.7 Federal Programs Monitoring: For districts that have received an MSIP waiver for a given year, federal entitlement programs will not be monitored or reviewed unless one of the following is true:

- the budget of any one program is \$600,000 or more;
- the self-monitoring checklist has been received and reviewed by the federal programs staff and some concern has been identified that requires an on-site review;
- the self-monitoring checklist was not returned to DESE; or  
the district did not make adequate yearly progress for the previous year.

Federal discretionary grants will not be monitored in a district receiving an MSIP waiver unless the federal programs staff identifies some concern that requires an on-site visit. In that case, the staff will notify the district and the MSIP staff that they will be part of the team that will visit the district during the MSIP mini-review.

**Documentation:** 7.7 Adult Education: For districts that have an MSIP for a given year, adult education will not be monitored or reviewed unless one of the following is true.

The:

- program budget is \$600,000 or more
- self-monitoring checklist has been received and reviewed by the adult education staff and some concern has been identified that requires an on-site review,
- self-monitoring checklist was not returned to the Department, or
- program did not show adequate progress from the previous year.

8. The district distributes a student code of conduct, implements violence-prevention training, and provides a protected, orderly environment as required by Sections 160.261 RSMo and 161.650 RSMo. (MSIP 6.6)

**Documentation:** Student Handbook (including evidence that students and parents/guardians receive the code of conduct), violence-prevention training curriculum, **or**

discussion of the scope of violence prevention training for staff and students in elementary school, middle school, and high school.

9. Professional development programs and services are provided as required by Sections 168.400 and 160.530 RSMo. (MSIP 6.7)  
**Documentation:** Professional Development Handbook/Plan, CSIP, selected list of professional development activities staff have participated in that address instructional practices related to student achievement issues identified in the CSIP (last two years).
10. Board of Education members must be trained as prescribed by Section 162.203 RSMo. (MSIP 8.3.4)  
**Documentation:** Superintendent's file/board minutes, copies of registration forms/receipts for payment **or** certificate from training associations.
11. The district complies with the minimum salary as defined in Section 165.016 RSMo. (MSIP 13.3C) and with the salary compliance requirements Section 163.172 RSMo. (MSIP 8.4.3) (*This does not apply to the Hold Harmless waivers.*)  
**Documentation:** Salary Schedule (Beginning teacher: '06-'07--\$22,000; '07-'08--\$23,000; '08-'09--\$24,000; '09-'10--\$25,000; Masters with 10 years experience \$30,000, \$31,000, \$32,000, and \$33,000 respectively.) DESE Finance will check ASBR for budget fund compliance.
12. The community, through the board of education, provides sufficient financial resources and the district is not identified as a "financially stressed district." (MSIP 8.5)  
**Documentation:** Most recent board minutes, current budget, information from School Finance Section, DESE (Last year's Annual Secretary of the Board Report).
13. The district annually reviews its Comprehensive School Improvement Plan and updates it if necessary. (MSIP 8.2)  
**Documentation:** CSIP, CSIP committee reports/minutes, board minutes.
14. The district provides a safe physical environment for students. (MSIP 8.10.1-8.11.3)  
**Documentation:** Agenda, procedures, and responsible parties for staff violence-prevention training. Building tour conducted during mini-review and documentation using Report Writing Form (RWF) for Standards 8.10 and 8.11.
15. The district implements effective and efficient fiscal management systems that ensure accountability of district funds. (MSIP 8.6)  
**Documentation:** Most recent audit, policies related to fiscal management, copies of inventory and inventory procedures, copy of bank statement on debt service fund, information on transfers to the incidental fund, information related to CFO's training in Missouri School Finance.
16. Cumulative health records, including immunizations as required by state law, are maintained and regularly updated for all students. (MSIP 8.12)  
**Documentation:** Ten student health records including immunization records (following RWF for 8.12).
17. The district complies with all laws related to the transportation of students (MSIP 8.14)  
**Documentation:** Documentation for RWF for 8.14.

## **Addendum To The Suggested Documentation For Items Included On The Regulations Not Waived Checklist**

The Missouri Department of Elementary and Secondary Education has the statutory responsibility to ensure Missouri's public school districts are compliant with recently enacted legislation and State Board of Education regulations.

1. The district provides one-half unit of high school health and personal finance credit for the graduates of the class of 2010. (5 CSR 50-345.300, MSIP 1.3)

**Documentation:** Copy of district graduation requirements, Student Handbook, or board policies/minutes.

2. The district employs appropriate procedures to assure the accurate and timely reporting of data to state and federal agencies. (MSIP 8.7)

\_\_\_ Core Data (Including Screen 6 as per RSMo 163.021)

\_\_\_ Self-Monitoring Documents (MSIP 7.7)

\_\_\_ Child Abuse and Neglect Hotline (RSMo 210.145)

\_\_\_ Safe Schools Act and Safe and Drug-Free Schools and Communities (HB 1301, HB 1298, and SB 944)

\_\_\_ MOSIS

**Documentation:** Copies of written procedures for each item on the above checklist including timelines, responsible staff, and applicable board policies.

3. The district complies with all requirements of the A+ program in designated schools. (RSMo 160.545, 5 CSR 50-350.040, MSIP 7.8)

**Documentation:** A+ program self-monitoring results. Please refer to the MSIP Report Writing Form for Standard 7.8. DESE A+ staff will review self-monitoring data and supply information for this standard.

4. The district has adopted an antibullying policy as required in Section 160.775 RSMo and has provided training of employees in the requirements of the policy. (MSIP 8.11)

**Documentation:** The district antibullying policy and appropriate evidence which indicates the employees have received the required training.

5. The district has distributed materials on earthquake safety as required by Section 160.455 RSMo, (MSIP 8.11)

**Documentation:** The earthquake safety materials which are distributed to students.

6. Beginning July 1, 2008, all public school districts shall conduct an eye screening for each student once before the completion of first grade and again before the completion of third grade. The eye screening method shall be approved by the Children's Vision Commission, which is established in this act, and shall be performed by an appropriately trained school nurse or other trained and qualified employee of the school district. The screening results, with all identifying information removed, shall be sent, via electronic form, to the Department of Health and Senior Services. (SB16)